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OFFICE OF PERSONNEL MEMORANDUM NO.

SUBJECT: Covert Recruitment Candidates

1. Operating officials of the Agency request covert recruitment by the Personnel Procurement Division when the type of position to be filled requires that CIA interest not be disclosed. Recruitment officers approach prospects for ^{these} their positions on a [REDACTED]

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[REDACTED]
application.

2. The Processing and Records Division (PRD) will establish special folders for such applicants. These folders will bear white labels showing the appropriate name and the words "Covert Contact".

3. Mail concerning such applicants will be received by PRD. Subsequent correspondence with the applicant will be prepared by the Correspondence Branch, PRD. All correspondence will be prepared on non-CIA letterhead and the post office box and pseudonym assigned for these cases will be used.

4. Upon receipt of mail from a covert contact, PRD will acknowledge the communication and forward the folder to the Chief, Specialized Recruitment Branch, Personnel Procurement Division (PPD), for coordina-

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tion and forwarding to the appropriate Placement Officer, Placement and Utilization Division (PUD) for shopping to the requesting office.

5. PUD will carry out appropriate shopping and will be responsible for necessary follow-ups. Requests from PUD for subsequent correspondence with the applicant must contain the identifying words "Covert Contact".

George E. Nelson
Deputy Assistant Director
for Personnel

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